Windows XP SP 3

Printer manual
Ricoh MP C2500

For use by: Employees, students and guests
Version: 1.2
Date: 02-03-2009
Owner: SSC ICT

TU Delft Delft University of Technology

Challenge the future

Table of contents

1. Printing 2

1.1 Installing a printer in the 'dastud' domain 2

1.2 Printing preferences 4

1.2.1 Opening the printing preferences 4

1.2.2 Adjusting papersize, orientation and printing quality 4

1.2.3 Printing on both sides 5

1.2.4 Using the automatic staple option 5

1.2.5 Printing in color or black and white 5

1.2.6 Reducing and enlarging printjobs 6

1.3 Secure printing: sending a 'locked print job' to the printer 7

2 Copying 11

2.1 Logging on to the copy function 11

2.2 How to make a normal print with default settings 12

2.3 Adjusting the final result 14

2.3.1 Printing color or black and white 14

2.3.2 Enlarging and reducing 14

2.3.3 Printing single and double sided copies 15

2.3.4 Staples 15

3 Scanning 16

3.1 How to scan to your emailadres 16

3.1.1 Adjusting quality and file size 17

3.1.2 Adjusting paper size of the scan 18

3.2 How to scan to your Home Folder (H:\-drive) 19

3.3 Making batch scans 19

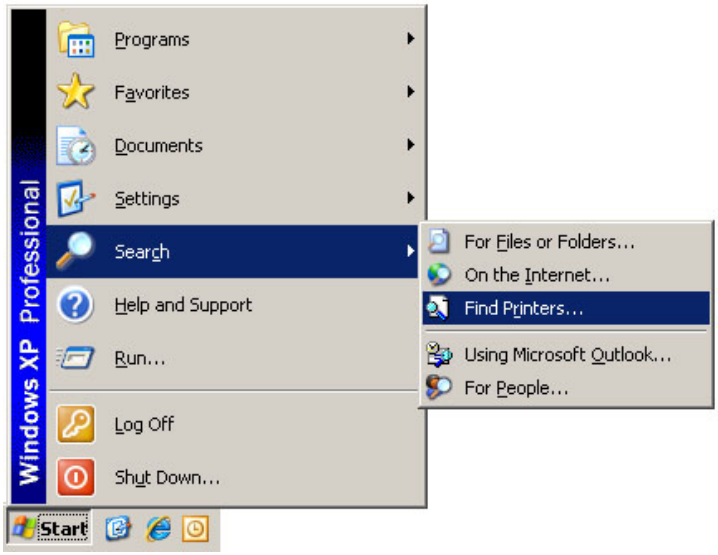
3.4 Inspecting the job log 20

1. Printing

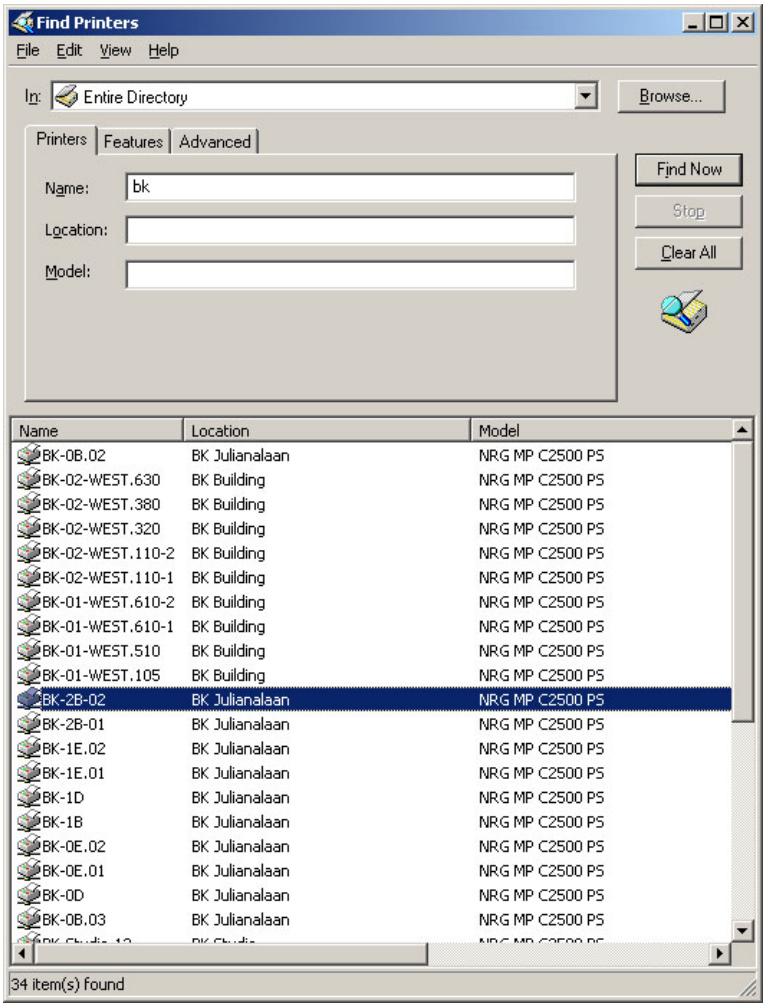
1.1 Installing a printer in the ‘dastud’ domain

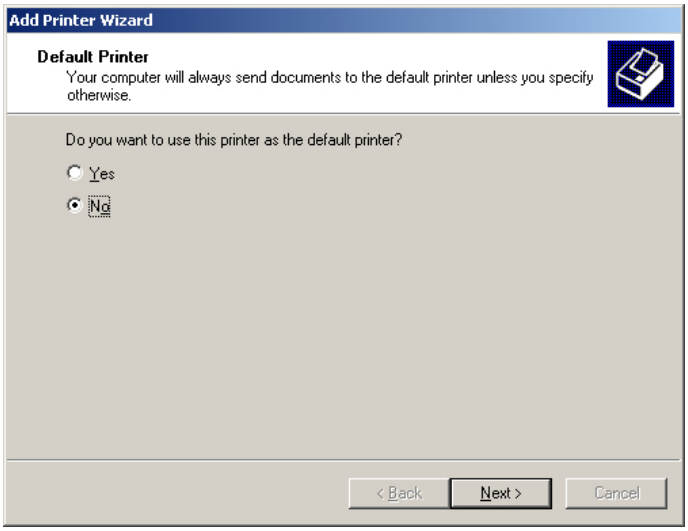
Note
The following instruction to install a printer only applies to computers that are joined to the ‘dastud’ domain and laptops that are connected to the wireless network: ‘tudelft-dastud’.

Go to: “Start”, “Search” and select “Find Printers…”:



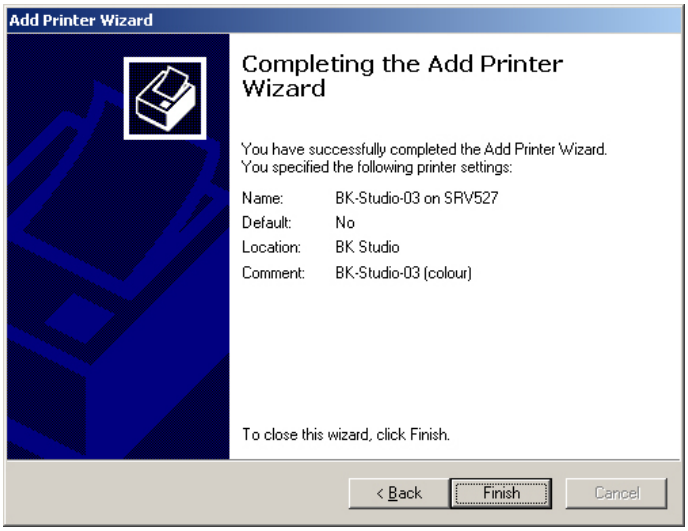
The screen as displayed below will appear. Type in the “Name” field: the letters “BK” and click on “Find Now”. Then double click on the desired printer to install:


Find Printers
File Edit View Help
In: Entire Directory
Browse...
Printers Features Advanced
Name: bk
Location:
Model:
Find Now
Stop
Clear All
Name Location Model
BK-0B.02 BK Julianalaan NRG MP C2500 PS
BK-02-WEST.630 BK Building NRG MP C2500 PS
BK-02-WEST.380 BK Building NRG MP C2500 PS
BK-02-WEST.320 BK Building NRG MP C2500 PS
BK-02-WEST.110-2 BK Building NRG MP C2500 PS
BK-02-WEST.110-1 BK Building NRG MP C2500 PS
BK-01-WEST.610-2 BK Building NRG MP C2500 PS
BK-01-WEST.610-1 BK Building NRG MP C2500 PS
BK-01-WEST.510 BK Building NRG MP C2500 PS
BK-01-WEST.105 BK Building NRG MP C2500 PS
BK-2B-02 BK Julianalaan NRG MP C2500 PS
BK-2B-01 BK Julianalaan NRG MP C2500 PS
BK-1E.02 BK Julianalaan NRG MP C2500 PS
BK-1E.01 BK Julianalaan NRG MP C2500 PS
BK-1D BK Julianalaan NRG MP C2500 PS
BK-1B BK Julianalaan NRG MP C2500 PS
BK-0E.02 BK Julianalaan NRG MP C2500 PS
BK-0E.01 BK Julianalaan NRG MP C2500 PS
BK-0D BK Julianalaan NRG MP C2500 PS
BK-0B.03 BK Julianalaan NRG MP C2500 PS
34 item(s) found


Add Printer Wizard
Default Printer
Your computer will always send documents to the default printer unless you specify otherwise.
Do you want to use this printer as the default printer?
Yes
No
< Back
Next >
Cancel

Indicate if you want to use this printer as your default printer and click on 'Next'.

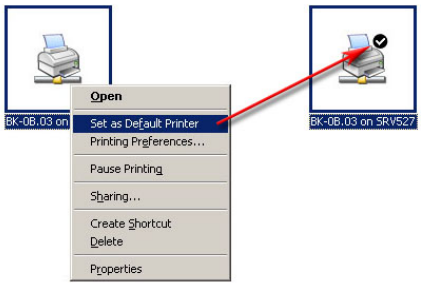
The 'default printer' in Windows is the first printer that will be used when you open the print function in a program.



Click on 'Finish' to complete the installation.

The printer is now installed and ready to use in any program.

In case you install a printer of the same type on a later time, you'll only see the screen shown at the left. The printer will be installed immediately.

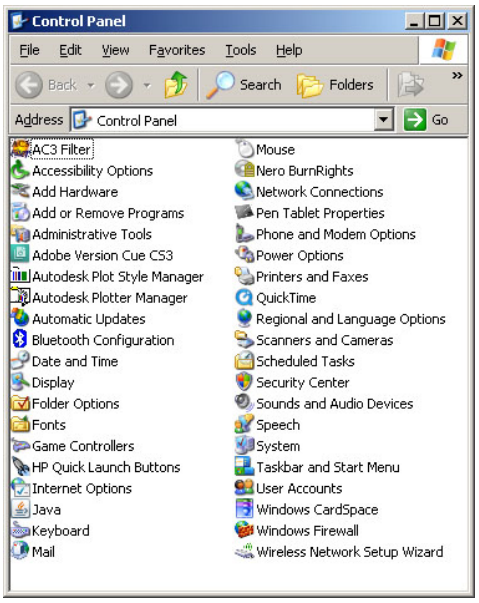


Tip
If you want to use another of your installed printers as the default printer, right click on the printer and select: 'Set as default printer'. You can recognize the default printer by the check mark that appears on the icon of the printer.

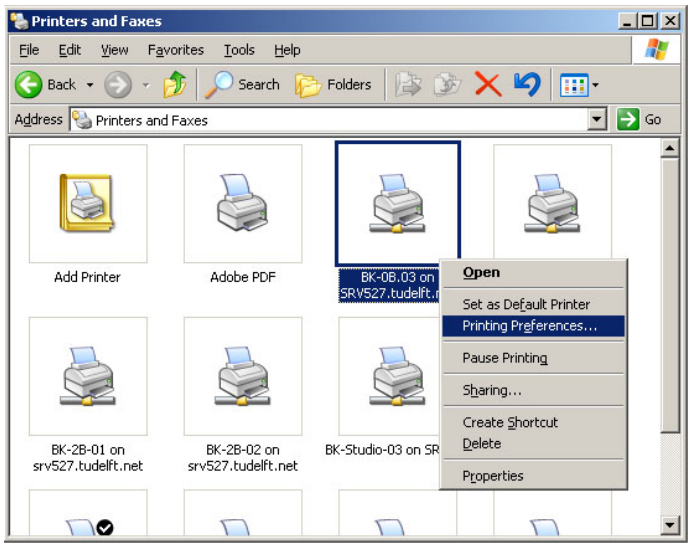
1.2 Printing preferences

1.2.1 Opening the printing preferences

Open via 'Start' the 'Control Panel' and from here 'Printers and Faxes':



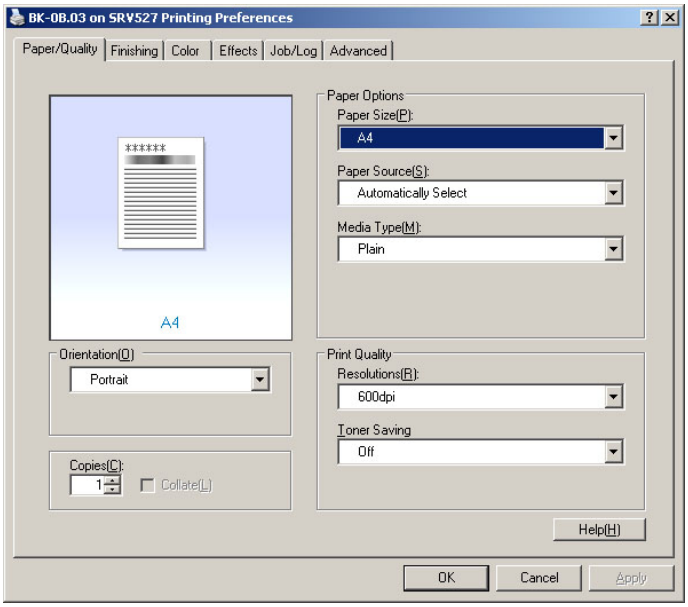
In the 'Printers and Faxes' window, right click on the printer for which you want to adjust the preferences and choose 'Printing Preferences´:



Note

In the following paragraphs the preferences for a printer will be changed via the Control Panel. If you change the preferences via the Control Panel, these changes will be applied immediately and will be the same in any program that you use the printer in. If you would change the preferences from within a program, these will only apply to that moment and program. If you don't want to use these settings any more, go back to the Control Panel, change them back and click on 'Apply'.

1.2.2 Adjusting papersize, orientation and printing quality



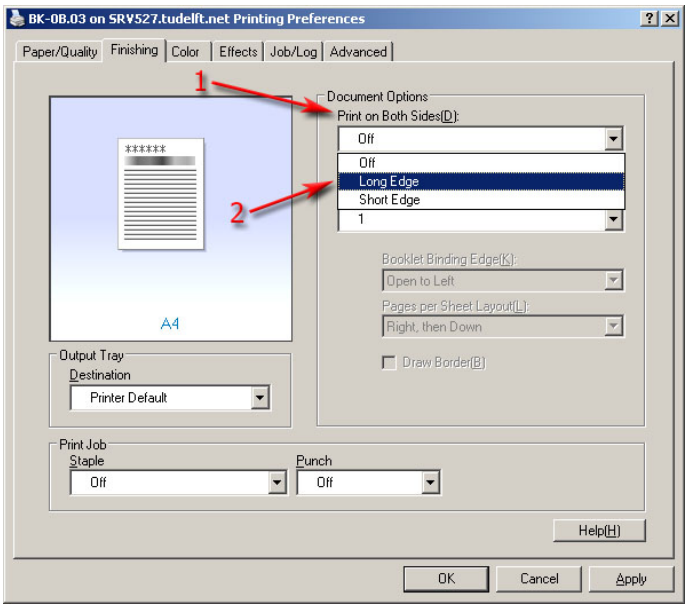
Open the tab 'Paper/Quality'

Choose the desired orientation of the image on the paper under 'Orientation'. A rule of thumb: the orientation should be identical to how it's displayed on your screen. We call an orientation 'Portrait' when the paper is standing on it's short edge and 'Landscape' is when it's lying on it's longer edge.

Under 'Paper Options' you can choose the 'Paper Size' you want to use for your print. Under 'Paper Source' you can select the drawer from which the printer should take the paper to make your print on.

Select the printing resolution under 'Print Quality'.

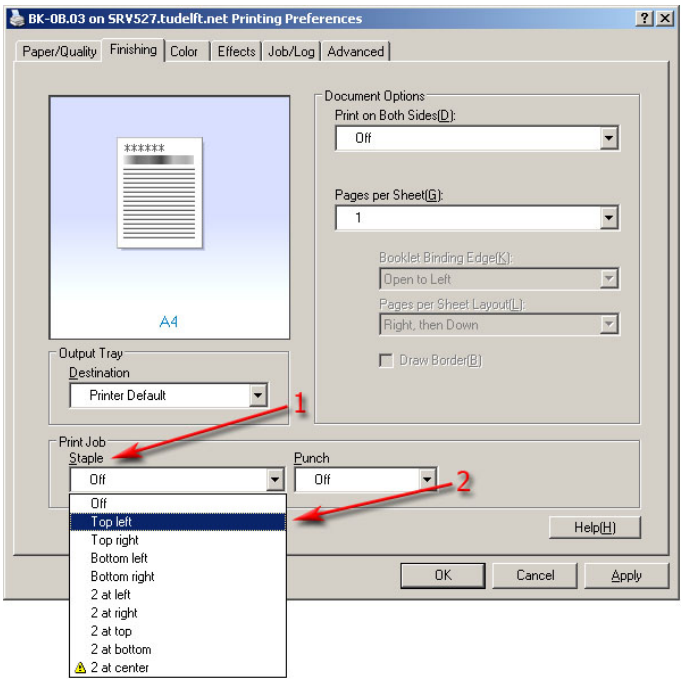
1.2.3 Printing on both sides



Click on the tab 'Finishing'.

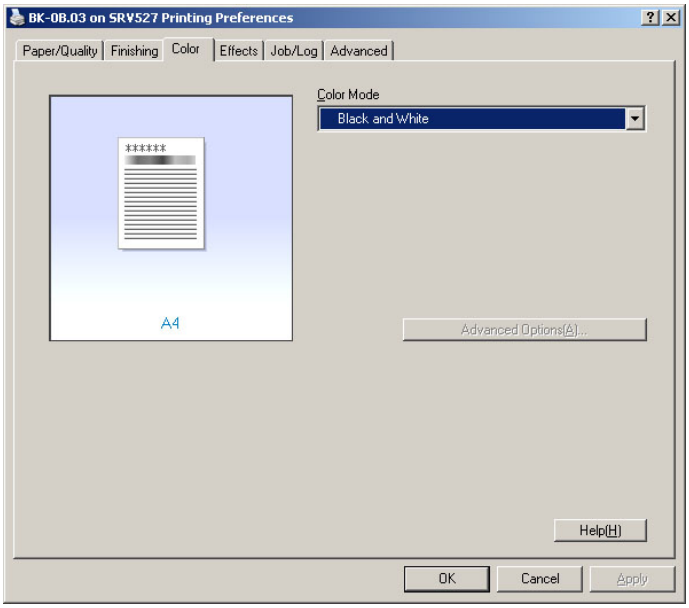
To print on both sides of the paper, you can choose from two options. Select 'Long Edge' from the drop down menu under 'Print on Both Sides' if your document has a 'portrait' orientation. If you choose this option you'll need to turn your pages over the long edge of the paper. Choose 'Short Edge' if your document has a 'landscape' orientation.

1.2.4 Using the automatic staple option



On the tab 'Finishing', under the option 'Print Job' you can choose where you want to place your staples.

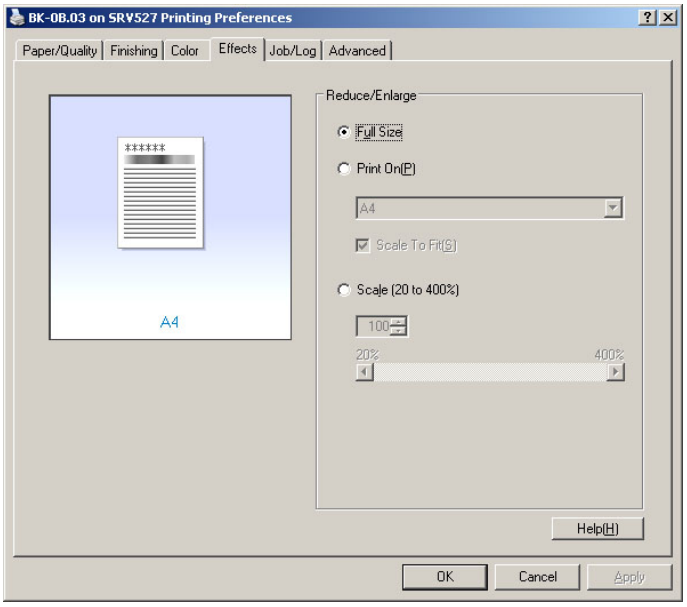
1.2.5 Printing in color or black and white



The default printing color setting is black and white. If you want to print in color, select 'Color' under 'Color Mode'.

Note
Please don't forget to switch the color mode back to black and white (and press 'Apply') when you're finished printing in color. Otherwise your next prints will also be printed in color.

1.2.6 Reducing and enlarging printjobs



On the 'Effects' tab you can select whether you want to print your document reduced or enlarged to a different paper size then the size you originally made the document in. The default setting of the printer is 'Full Size', which corresponds to a 1:1 ratio print size.

Use 'Print on' to choose to what A-format you want to scale your document to when it's printed.

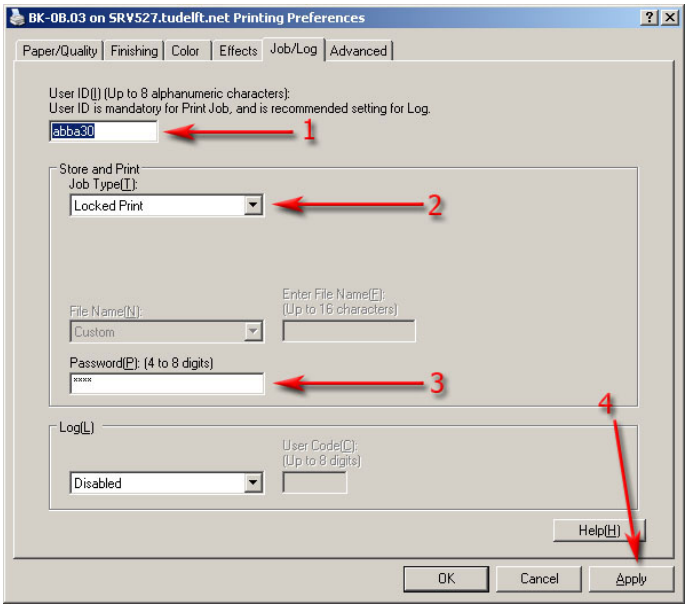
Use 'Scale 20 to 400%' to indicate by percentages how much your document needs to be reduced or enlarged. The original document size corresponds to 100%.

1.3 Secure printing: sending a 'locked print job' to the printer

You need to make up a unique 'User-ID' and password for every secure print job that you send to the printer. This user-id and password are sent to the printer along with the print job. Once the print job is secured it can only be printed when this user-id and password are entered into the printer itself. By using this option you can prevent your document from being printed to the printer while you're not in front of the printer itself. This way printed documents with sensitive information can't be taken or read by people who are not entitled to do so.

Important note
Only employees are allowed to make secure print jobs. Secure print jobs that are not yet printed will be deleted from the print queue automatically after one day.

Follow the next steps to make a secure print job.



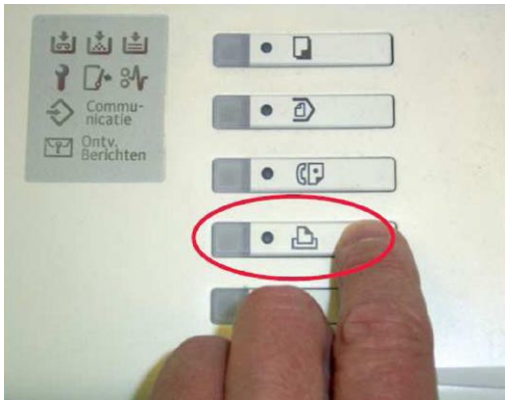
Open the printing preferences of the printer (see paragraph 1.2.1) where you want to send a secure print job to and open the tab: 'Job/Log'.

Make up a name, consisting of up to 8 alpha numeric characters and enter this in the field 'UserID'. In this example we use 'abba30'.

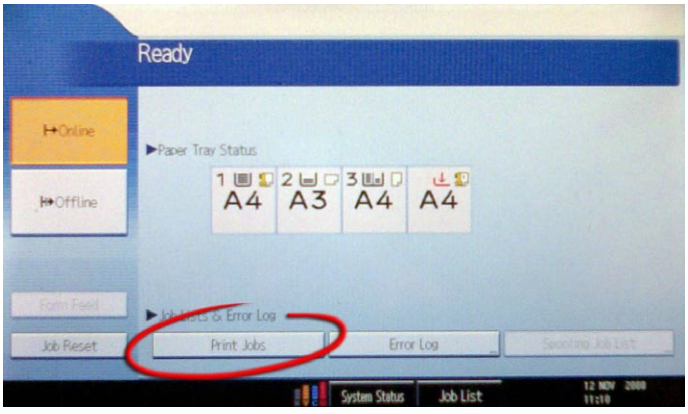
Select 'Locked Print' under 'Job Type', then enter a 'Password' consisting of 4 to 8 numbers.

Now click on 'Apply' and OK. From now on, all documents that are sent to the printer will become locked print jobs.

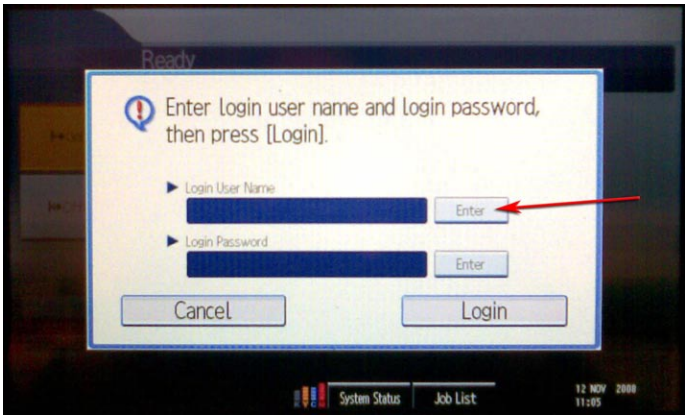
Print your document in the application from where you want to print. The print job has now been sent as a locked print job and will be kept on the printer for as long as a day.



Now go over to the printer an push on the 'printer button' to start the print mode.

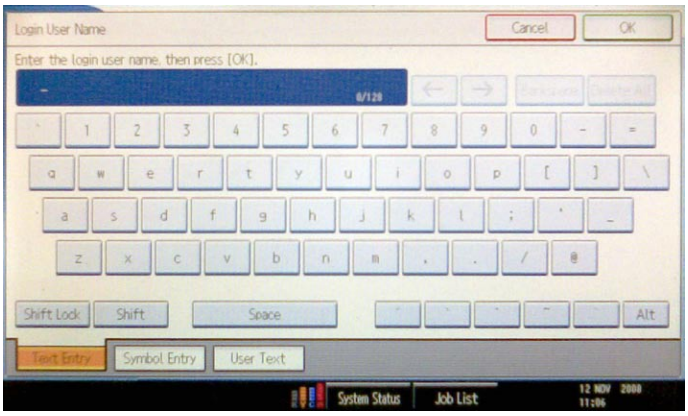


The following screen will appear on the printer's touch screen. Choose 'Print Jobs' on the touchscreen.



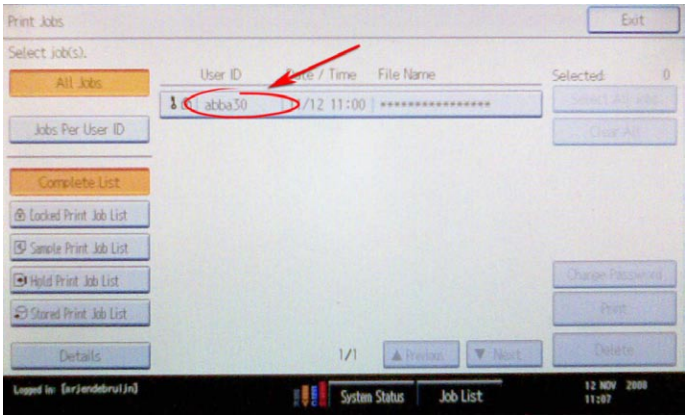
The printer will ask you for your login name and password.

Push on the 'Enter' button next to the login name field:



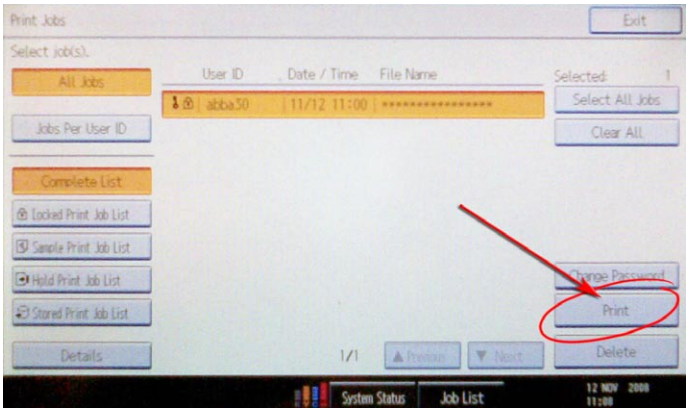
Fill in your NetID username with the keyboard that appears.

Repeat these steps to enter your NetID password. Then push the button named 'Login'.

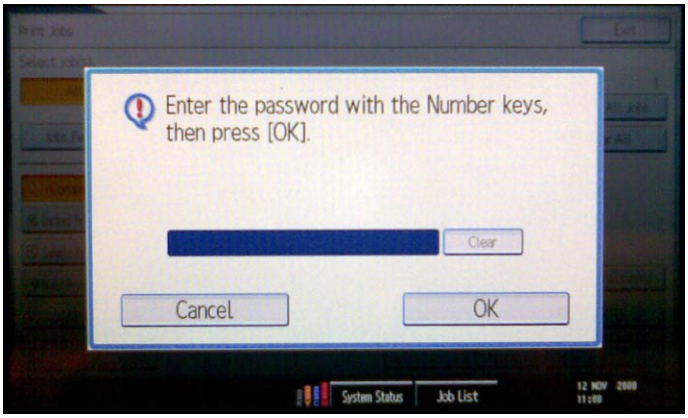


Look up your print job in the list of print jobs that appears. You can identify your print job by the 'UserID' that you made up earlier, which in case of our example is 'abba30'.

Use the 'Next' and 'Previous' buttons to scroll down in the list when needed.

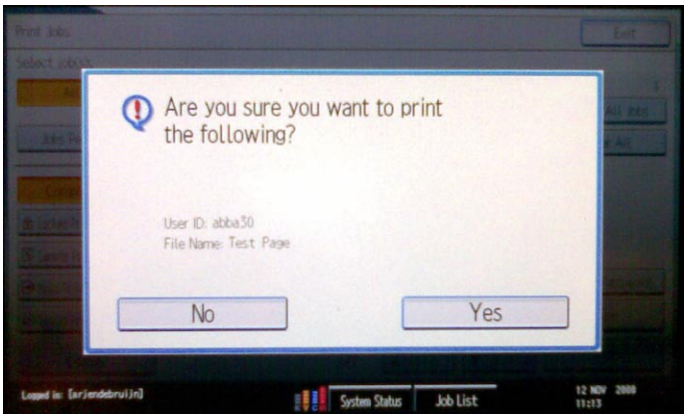


Next, click on 'Print'.



The screen shown at the left will appear.

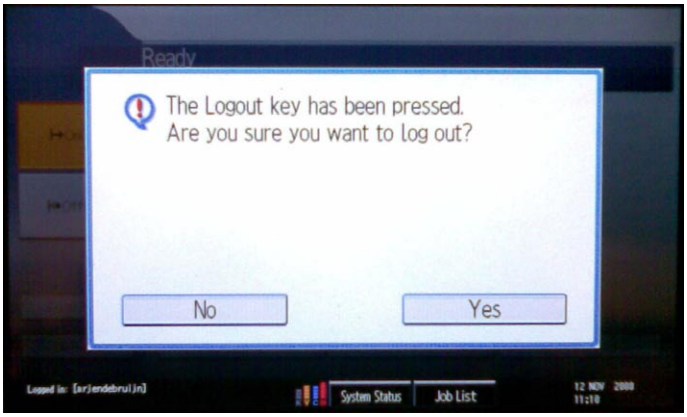
Enter the password that you made up earlier with the numerical keypad next to the touchscreen and press OK.



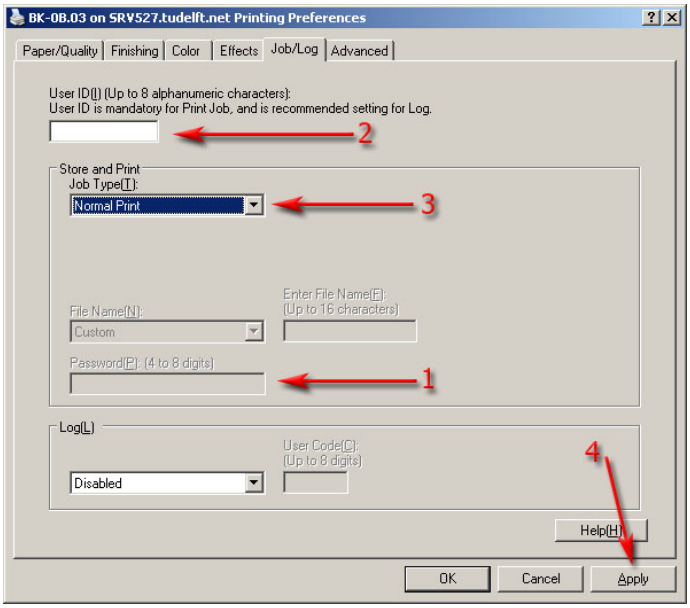
Click on 'Yes' when you're sure that you want to print this job.

After the job is finished, it will be removed from the printer and cannot be printed another time.

When you're finished printing, push on the 'logout-key' to log off your NetID.



Choose 'Yes' to log off completely.



Important note

When you're finished printing your locked print jobs, adjust the settings for 'Job Type' back to 'Normal Print'. If you don't, every job that you sent to the printer will keep on becoming a locked print job.

In the image on the left you can see how to switch back to normal print jobs:
1. delete your password
2. delete your UserID
3. change the job type back to 'Normal Print'
4. always click on 'Apply' to confirm all settings

2 Copying

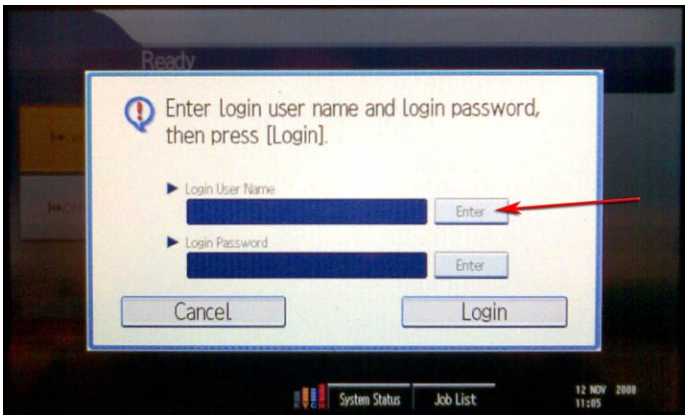
2.1 Logging on to the copy function

Select the copy mode with the function buttons to the left of the touchscreen.

1.

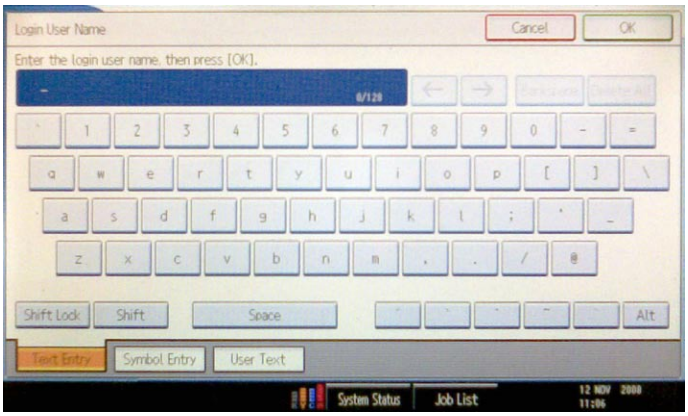
2.

Place the original on the automatic document feeder on top of the printer (1.) with the side you want to copy facing upwards or place it on the glass plate with the side you want to copy facing down (2.).



The printer will ask you for your login name and password.

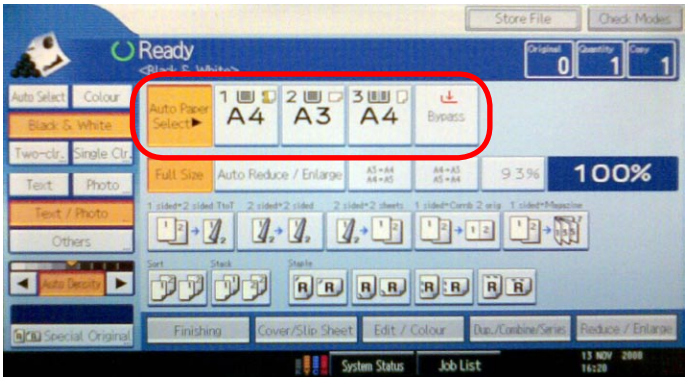
Push on the 'Enter' button next to the login name field:



Fill in your NetID username with the keyboard that appears.

Repeat these steps to enter your NetID password. Then push the button named 'Login'.

2.2 How to make a normal print with default settings



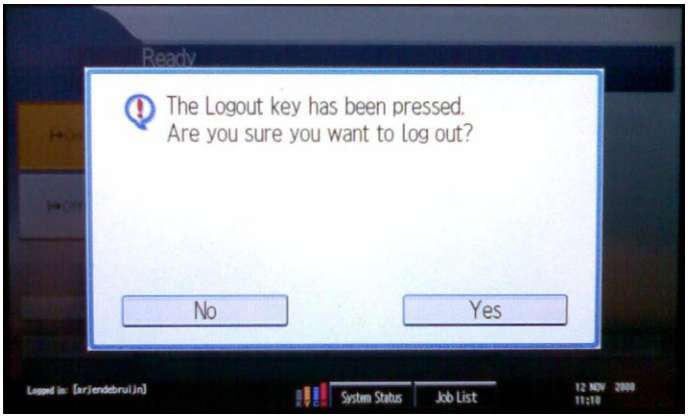
Choose the paper tray from where you want the printer to print. If you know exactly which tray holds the paper that you need to use, for instance if you placed some pre-printed letter templates in a tray, select it here.

If you want to print on your own paper, for instance transparant sheets, you can also place them in the by-pass-tray. Select bypass-tray on the touchscreen to use it.

Note
If the paper that you want to use is already printed on one side, place it in the bypass-tray with the printed side facing down, because the printer will print on the side facing upward.

Enter the amount of copies that you want to make with the numerical keypad right of the touch screen (1) and push on the round green button (2) to start the copy process.

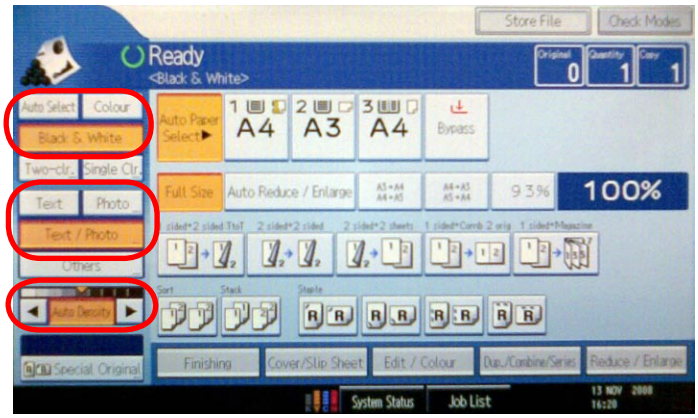
When you're ready copying, press the 'logout-key' to log off your NetID.



Choose ‘Yes’ to log off completely.

2.3 Adjusting the final result

2.3.1 Printing color or black and white



Choose at '1.' if you want to print your copies in color or black and white. By choosing 'Auto Select' the printer will use the original to decide it needs to print in color or black and white.

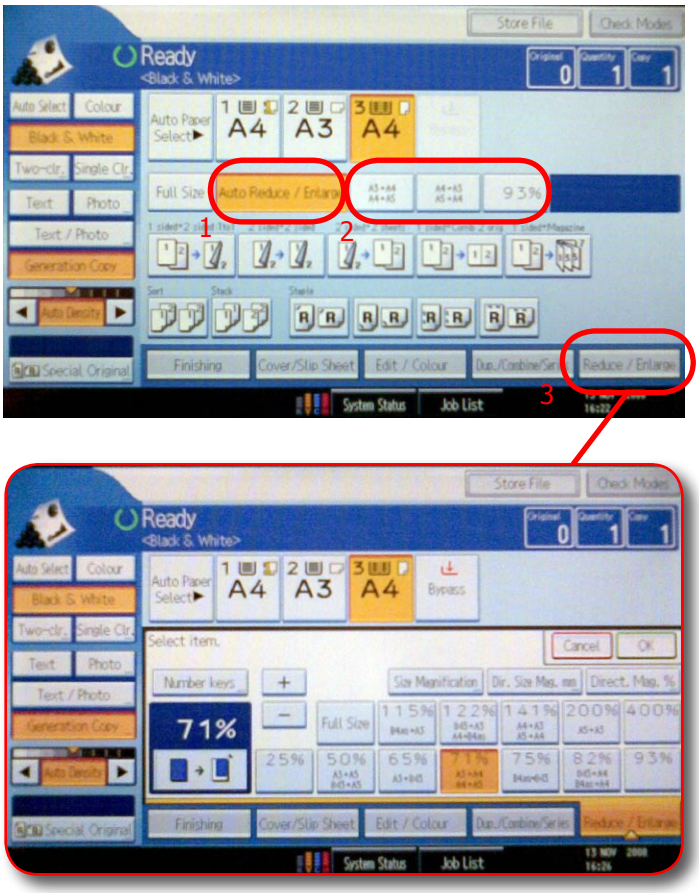
At '2.' you need to indicate if your original consists of text, photos or a combination of text and photos.

At '3.' You can adjust the lightness of the copies to match the originals, automatically, manually or in combination.

Automatic: the Ricoh-multifunctional automatically adjusts the light settings. You should also use this function if you want to copy items with a blurred background (such as newspaper articles). You can adjust the foreground lighting, while leaving the background light setting unchanged. Select the Auto Image Density function for this, then choose the lighter or darker function.

Manual: if you want darker or lighter illustrations, you can adjust the light settings for the copies manually. Select the lighter or darker key.

2.3.2 Enlarging and reducing



Choose 'Full Size' and 'Auto Paper Select' for a 1:1 copy of your original.

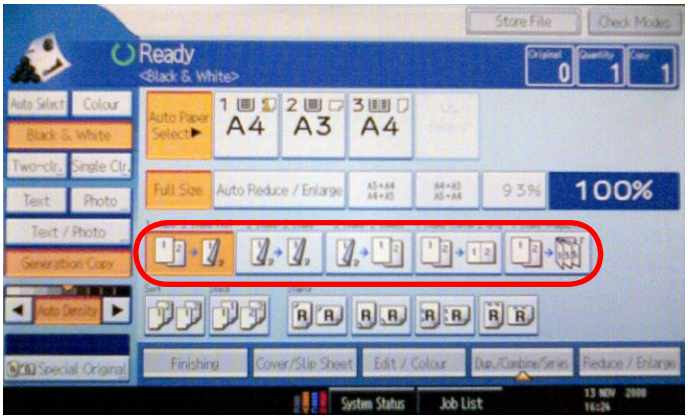
The Nashuatec-multifunctional can select a suitable enlargment or reduction percentage based on the formats selected for the original and the type of printing paper. Select the Auto Reduce/Enlarge function for this (1).

Example: you've got an original document sized A5 and you want to enlarge it to the format of tray 3, which is A4. Now choose tray 3 and 'Auto Reduce/Enlarge'. The printer will enlarge the image to A4 proportionally.

You can also select one of the standard reduction/enlargement ratios, which allow you to make smaller or larger copies quickly (2).

For more advanced options choose 'Reduce/Enlarge' at (3).

2.3.3 Printing single and double sided copies

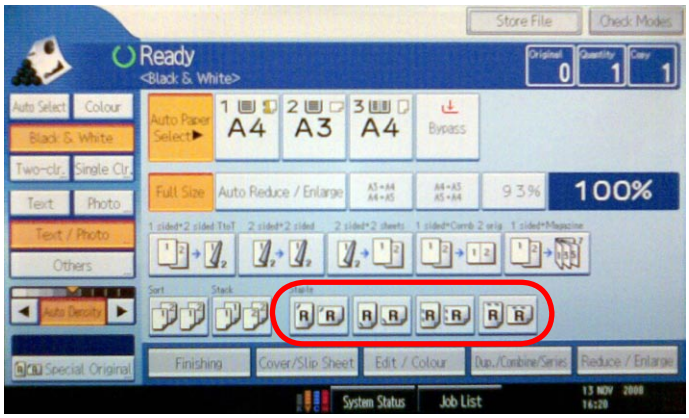


With the encircled buttons shown at the left you can choose from a number of ways to print your copies on the chosen paper.

For instance (looking at the buttons from left to right respectively) you can make double sided print from single sided originals, you can make double sided prints from double sided originals and you can also make single sided prints from double sided originals. The last two buttons give you the possibility to print two single sided originals to one single piece of paper (for instance: 2 A4's to one side of an A3). You can also print single sided originals so you can bind them into a booklet.

For more advanced options, choose 'Dup./Combine/Series'.

2.3.4 Staples



Every set of copies can be stapled together. Select the placement of the staples and enter the amount of sets to copy with the numerical keypad. Place the originals and press the green button to start copying.

3 Scanning

3.1 How to scan to your emailadres

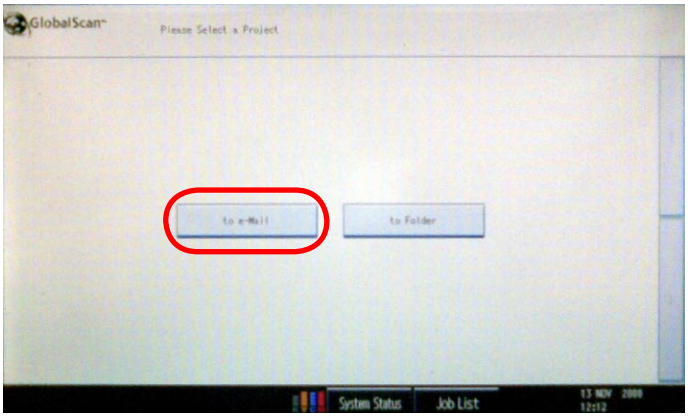
1.

2.

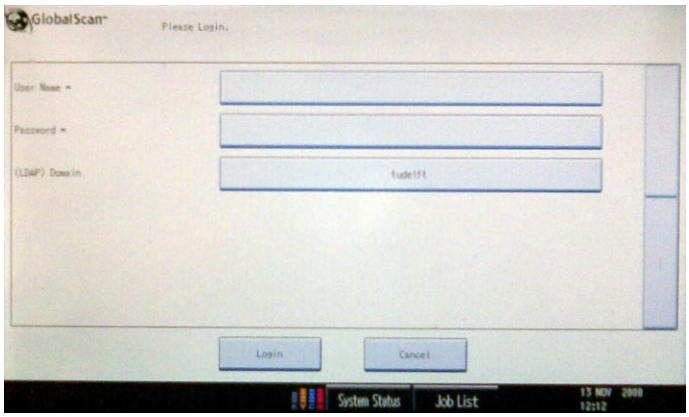
Place the original on the automatic document feeder on top of the printer (1.) with the side you want to copy facing upwards or place it on the glass plate with the side you want to copy facing down (2.).

An original can consist of 1 page as well as a pile of pages, the scanner will make one file with multiple pages out of it.

Select the scan mode with the function buttons to the left of the touchscreen.

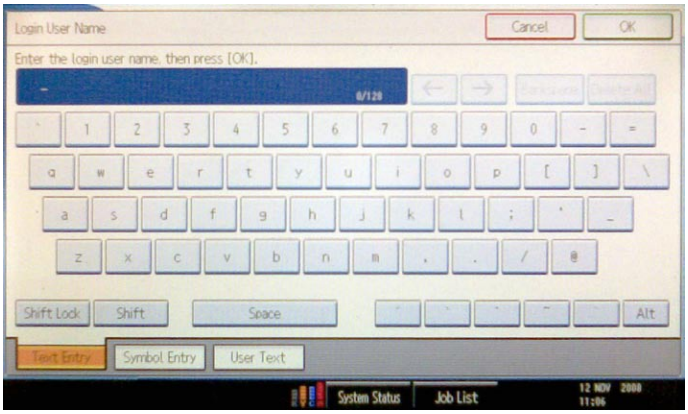


Choose: 'to e-Mail'



The printer will ask you for your login name and password, the default domain is 'tudelft'.

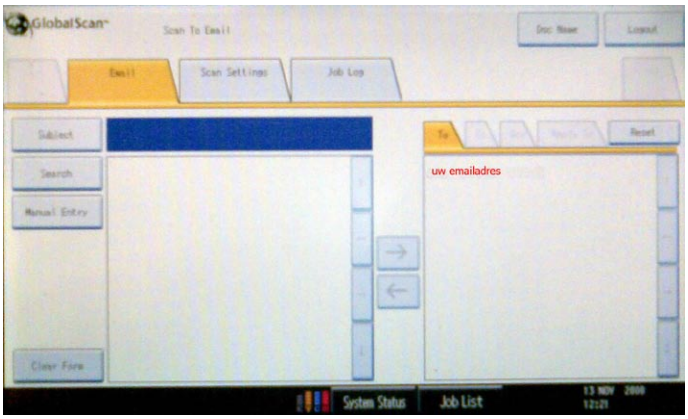
Press the button next to 'login name'.



Fill in your NetID with the keyboard that appears and press OK. Repeat these steps to enter your NetID password.

NOTE
Change the domain to 'dastud'.

When you're finished entering your login credentials press the 'login' button.



The most efficiënt way to sent your scan file to other people is to scan it to your own e-mail address and to forward it to other people from there.

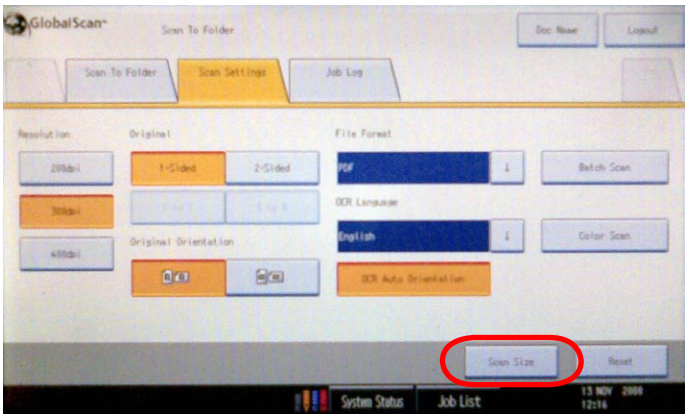
Your e-mail address is already filled in when you log on, so you can start scanning right away.

On the green 'start' button a green light will switch on. Push this button to start scanning.

When the last original has been scanned, the scan job will be completed and will be send immediately.

After you've finished scanning, it will take some time before your scan file appears in your inbox.

3.1.1 Adjusting quality and file size

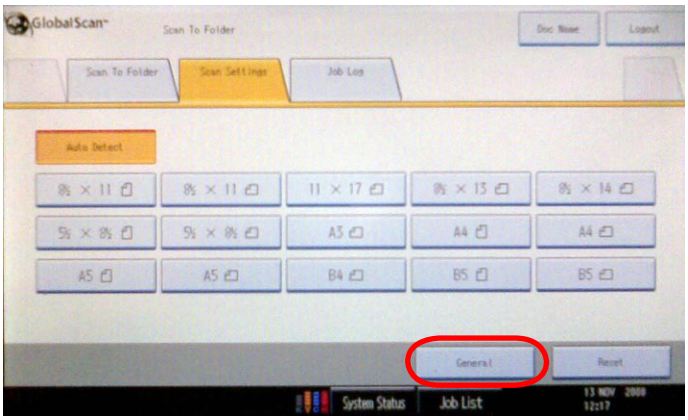


Select the 'Scan Settings' tab.
On this tab you can adjust the following things: the resolution of the scan file, indicate whether the original is single- or double sided and in what file format you want to save your scans.

Here are some guidelines:

- To reduce file size, choose a low resolution (200 dpi), for instance when your original only consists of text.
- For a final result with a higher quality (more detail) you need to choose a higher resolution.
- When you select 'Color Scan' you can also select JPEG instead of the TIFF file format. Selecting JPEG will make the scanner send every scanned page separately to your e-mail account, instead of bundling them into one file. The advantage is that you can edit these images separately right away.

3.1.2 Adjusting paper size of the scan

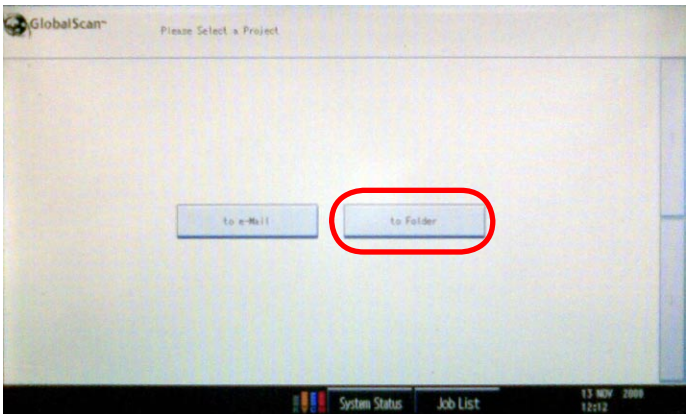


Attention
The following option will only work if you place the original on the glass plate and not if you use the automatic document feeder.

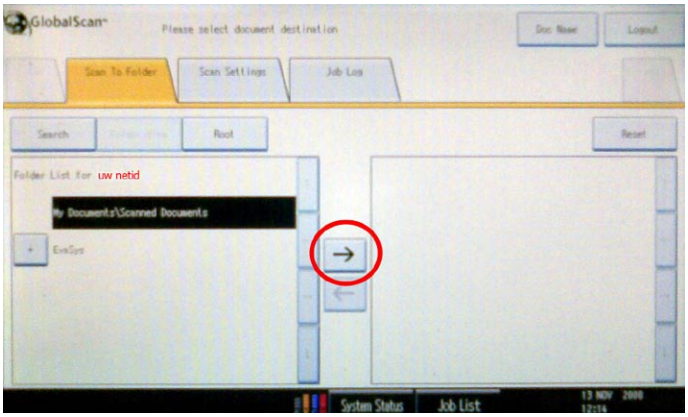
Push the 'Scan Size' button in the lower right corner of the screen.
- Choose 'Auto Detect' to have the scanner detect what format (paper size) your original is and to have it saved in this format.
- You can also choose from a whole set of other standard paper sizes you can save your file into.

To return to the main page press 'General'.

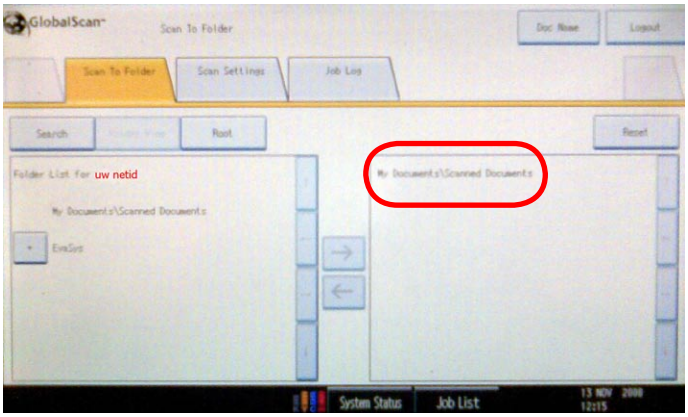
3.2 How to scan to your Home Folder (H:\-drive)



Select the scan mode with the function buttons to the left of the touchscreen. Select the option: 'to Folder' and log in with your NetID as described in 3.1.

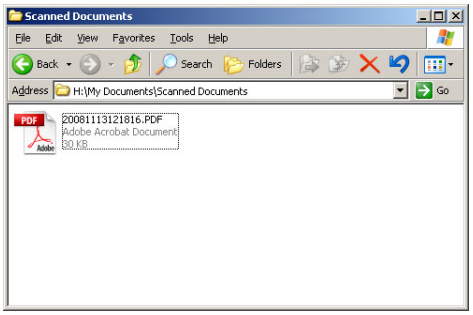


The following screen will appear. Press the text 'My documents\Scanned Documents' and then on the arrow pointing right.

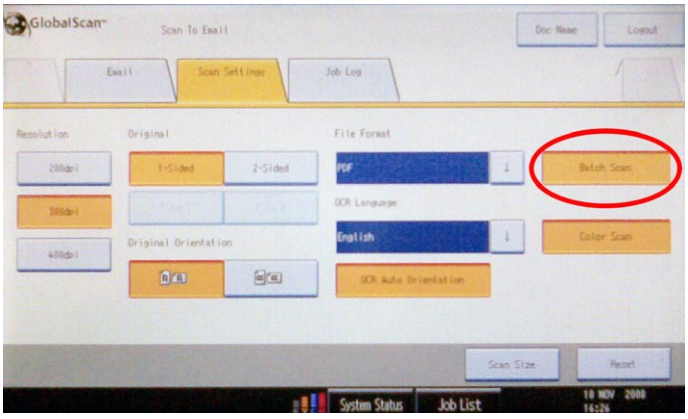


The location 'My documents\Scanned Documents' has now been moved to the right column, which shows the network locations where the scanned file will be saved to.

In this case the scanned file will be saved into your Home Folder in the folder: H:\My Documents\Scanned Documents.

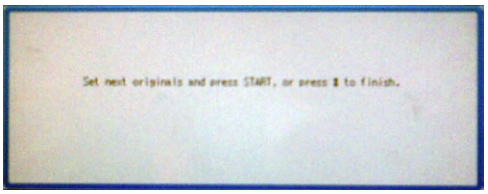


3.3 Making batch scans



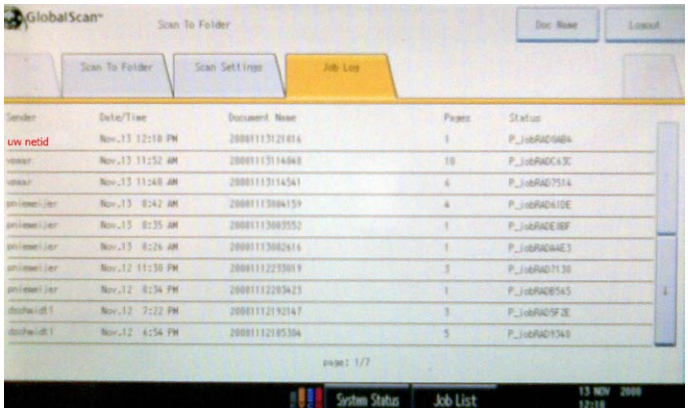
Using the batch scan button allows you to place large documents in smaller, separate piles on the automatic document feeder and have them send to you bundled into one file.

In case you scan from the glass plate, for instance when you scan separate pages from a book one by one, this function will be activated automatically.



The printer will ask after every ‘part’ to press either the ‘start’ button (the big, round green button) or to press the ‘#’ button. With ‘#’ you will close the batch scan, which will be send to you shortly.

3.4 Inspecting the job log



On the ‘Job Log’ tab you can see if your file has already been sent. You can recognize your job by your NetID, which is displayed in the first column under ‘Sender’. Your job has been sent when it appears in the list.